

**JOB OPPORTUNITY**  
**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)**  
**WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)**

**MEDICAL RECORDS SPECIALIST 1 – POSITION NUMBER WC97246**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list.

**Location:** Quality Information/Medical Records – Torrington Area Office

**Job Posting No:** WC97246

**Hours:** Monday-Friday – 8:00 a.m. – 4:30 p.m. – 40 Hours Per Week

**Annual Salary:** \$39,061

**Posting Date:** May 3, 2013 **Closing Date:** May 9, 2013

**Eligibility Requirements:**

1. Candidates must have **applied for and passed the Medical Records Specialist 1 exam and be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties of this position include but are not limited to:** In a multi-site agency covering Waterbury, Danbury and Torrington, supports agency staff in maintaining charts in good condition and in proper order, including filing and overflow maintenance. Responds to requests and prepares materials from charts for release to outside persons and agencies in compliance with State and Federal laws and WCMHN policies and procedures. Monitors the physical location of charts. Maintains Record Room including lifting client charts, moving client charts and preparing charts for retention. Enters and maintains current data in electronic databases including DMHAS client information systems and the WCMHN Health Information Management (HIM) database. Includes some travel and occasional back-up coverage at other WCMHN work sites.

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator License. Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Medical Records Specialist 1 applying to a Medical Records Specialist 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must be on the current certification examination list promulgated by the Department of Administration Services and complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Angela M. Baker, HR Director – 203-805-6411**

**1) Email: [Angela.Baker@ct.gov](mailto:Angela.Baker@ct.gov)**

**OR**

**2) Fax: (203) 805-6432**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (**CT-HR-12**) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **(NP-3)**